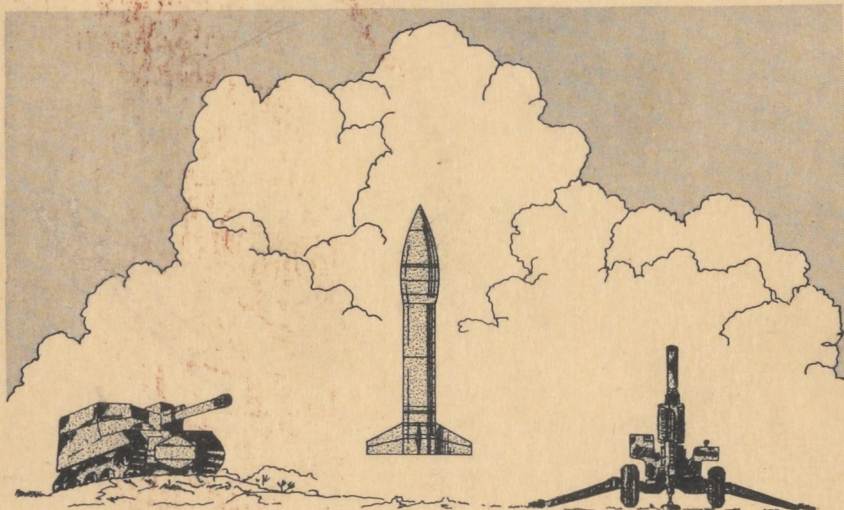


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**ROYAL CANADIAN SCHOOL OF ARTILLERY  
SHILO, MANITOBA**

**INFORMATION, REGULATIONS  
AND  
ADMINISTRATIVE INSTRUCTIONS  
FOR  
COURSE PERSONNEL**





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INFORMATION - REGULATIONS

ROYAL CANADIAN SCHOOL OF ARTILLERY

ADMINISTRATIVE INSTRUCTIONS

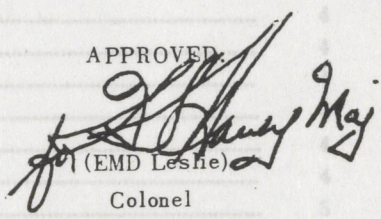
FOR

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APPROVED:

  
(EMD Leshe)

Colonel

Commandant

Jul 1962

Royal Canadian School of Artillery





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## INFORMATION - REGULATIONS

### AND

## ADMINISTRATIVE INSTRUCTIONS

### FOR

## COURSE PERSONNEL

### 1. INTRODUCTION

- a. This pamphlet contains information, instructions and regulations of concern to all candidates under instruction with RCSA.
- b. Candidates undergoing instruction will come under the observation of the instructional and command staff of the RCSA during their stay in Shilo.

### 2. ADMINISTRATION

RCSA will make the necessary transport arrangements to meet the incoming candidates.

### 3. ACCOMMODATION

Officers and Sr NCOs will be quartered in their respective messes. Bdrs and men will be quartered in a standard barrack block building L 104. They will be responsible for the cleanliness and maintenance of their rooms. Wilful damage will be assessed against responsible individuals. Saturdays and Sundays generally are regarded as holidays and their accommodation will not normally be inspected on these days. There is no reason to suppose however, that there should be any relaxation of the code whereby their accommodation should be kept tidy, and presentable to any inspecting officer.

COURSE PERSONNEL  
FOR  
ADMINISTRATIVE INSTRUCTIONS  
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#### 4. MESSING

- a. Officers will mess at RCA Officers Mess building, N 114.
- b. WOs and Sr NCOs will mess at RCA Sergeants Mess, building L 110.
- c. Bombardiers and men will mess at No 2 Mess Hall, building L 106.
- d. RCA Depot recruits will mess at No 1 Mess Hall, building L 105.
- e. Meal hours will be as published in the respective messes and in daily orders.

#### 5. MEDICAL ATTENTION

- a. Should medical attention be required, complete hospital and medical facilities are available.
- b. Personnel requiring medical care will report to the RCSCA Duty Officer, building L 102 at 0745 hours. The only exception made to the procedure will be in the event of an emergency.
- c. Personnel are reminded that sick parade is a parade in all respects.
- d. When reporting sick, the following articles of kit must be with the person in his small haversack:

- (1) Shaving kit.
- (2) Soap and towel.
- (3) Cleaning materials.

- e. In the event of admission to hospital, kit left in rooms in quarters will be turned in to QM stores for safekeeping.

#### 6. FIRE PRECAUTIONS

Fire orders are posted in each building. These orders





are posted for the protection of all persons. Be familiar with them and obey them. There is no danger as long as the protective measures and instructions provided in fire orders are complied with. Greatest care will be exercised with cigarettes. No smoking while lying on a bed at any time. Do not tamper or in any way interfere with fire fighting equipment.

## 7. PAY PARADE

Pay parade will be held as notified in Part 1 Orders.

## 8. LAUNDRY

Personnel are responsible for their own personal laundry. Dry cleaning and laundry establishments canvas the lines periodically and Perth's Cleaners have a cash and carry office. Dry cleaning and laundry representatives are **NOT** allowed to enter RCSA buildings. A laundromat is located in the MLS Shopping Centre. This facility provides automatic laundry and dry cleaning service at nominal rates.

## 9. MAIL GENERALLY

a. The Camp Shilo Post Office is open at the following times, (building L 33):

(1) Weekdays — 0830 hours to 1700 hours.

(2) Saturdays — 0830 hours to 1200 hours.

b. The RCSA Post Office is located in Room 126 building L102 and is open only on weekdays from 1330 hours to 1530 hours.

## 10. INCOMING MAIL

Mail other than registered letters/parcels will be delivered daily to the Officers and Sergeants messes. Other ranks mail will be delivered to the respective battery conducting course. Your address will be, service number, initials, name and unit.





## 11. OUTGOING MAIL

Outgoing mail may be posted in the mail box provided in the Officers or Sergeants Messes, building L 104, Shilo Post Office or in mail boxes throughout camp.

## 12. COMPLIMENTS

Compliments will be paid at all times. In the Army, you pay a compliment to a commissioned officer by saluting him, this applies whether or not the officer belongs to the Navy, Army or Air Force. Compliments will be paid to an officer recognized as such whether he is in uniform or not.

## 13. DISCIPLINE

All candidates must be prepared to accept strict discipline, including self discipline, at all times.

## 14. BOUNDS

- a. Certain areas and buildings in Camp are OUT OF BOUNDS. Such out of bound areas are indicated in Standing Orders.
- b. Every candidate will familiarize himself with OUT OF BOUNDS instructions and shall comply with their provisions.

## 15. PERSONAL PROPERTY

It is the responsibility of each candidate to safeguard his personal effects and valuables by keeping them under lock and key. Money, loose change, etc, even in the smallest amounts will NOT be left lying around.

## 16. SUNBURN

The summer sun is extremely strong in Shilo. Very serious





sunburn will result from careless or prolonged exposure. Sunburn caused by unnecessary exposure will be considered similar in nature to a self-inflicted wound.

#### 17. POISON IVY

Poison ivy is prevalent throughout the Shilo area. The skin rash caused by contact with it can be most painful and annoying. In many cases it may result in confinement to hospital. Candidates will be responsible for their own safety precautions.

#### 18. CANTEEN SUPPLIES

The necessary cleaning materials essential for maintenance of personal and military kit may be purchased at the MLS Grocery or Variety store located in the MLS Shopping Centre or RCSA Dry Canteen in building L 41.

#### 19. BANKING FACILITIES

A branch of the Royal Bank of Canada is situated in Camp Shilo in building L 33, opposite the MLS Shopping Centre.

#### 20. TELEPHONES

Pay phones are provided in the messes and building L 104 for private use. Military telephones will NOT be used for personal calls.

#### 21. CHURCHES

- a. There are two Protestant and one Roman Catholic Chaplains in Shilo. Regular Services are as follows:

##### (1) Protestant

Holy Communion — 0900 hours each Sunday

Divine Worship — 1100 hours each Sunday.





(2) Roman Catholic.

Mass Sundays — 0900 and 1100 hours.

Confessions are heard before mass and on Saturdays between 1900 and 2000 hours.

22. ENTERTAINMENT AND SERVICES

- a. Tennis court. East end of "F" parade square.
- b. Golf course. East side of Camp — Club house building A 23. Camp Shilo has a nine hole golf course. Green fees are 75¢ on weekdays and \$1.00 on weekends and holidays. Club rental 50¢, Carts 25¢. Uniform or any part of uniform will NOT be worn on the golf course. The Pro shop at the golf course carries a complete line of golfing equipment.
- c. Indoor swimming pool. Camp Shilo has an indoor swimming pool in the PT building, General Strange Hall. Allocation of this facility will be made by RCSA.
- d. Curling club. (South of Medical Supply Depot). Camp Shilo has a four sheet curling club. Recreational curling is arranged by your course instructors for Wednesday afternoons, curling fee 50¢, broom rental 10¢. Long course personnel are invited to join the club for the winter months.
- e. Coffee shop. (MLS Shopping Centre). Open to all ranks and dependents. Snacks or meals may be purchased, also cigarettes, candy, soft drinks and small gifts. Candidates will be properly dressed either in uniform or civilian clothes.
- f. Barber shop. (MLS Shopping Centre). It is preferable that appointments be made. Price 85¢.



- g. RCSA Dry Canteen (L 41). This is open to all ranks. Cigarettes, candy, soft drinks and small gifts may be purchased. TV and games rooms are available.
- h. Camp theatre. The Camp theatre is located in the PT building, General Strange Hall. Motion pictures will be shown nightly except Thursday.
- i. Bowling Alley, Snooker Room and Library. Located in General Strange Hall.
- j. Museum. The Royal Regiment of Canadian Artillery Museum is located in building HP 18.

k. Clear Lake resort.

- (1) Clear Lake resort is situated in Riding Mountain National Park on No 10 highway approximately 75 miles from Camp Shilo.
- (2) This resort offers swimming, boating, tennis, horse-back riding, roller skating and has the finest 18 hole golf course in the province.

l. City of Brandon, Manitoba.

- (1) The city of Brandon is situated on No 1 highway approximately 25 miles west of Camp Shilo.
- (2) With a population of 27,000 it is the second largest city in the province and offers a modern shopping centre, churches of all denominations, two regular and a drive-in theatre and a large park in the Winter Fair grounds, complete with zoo and outdoor swimming pool.

Only the word "Ubique" can describe the battle honours of the Regiment. Ubique, meaning "everywhere" is our sole battle honour and signifies that in every major battle in which the sovereign's arms have participated, the Royal Regiment has played a distinguished part. A normally long list of individual battle honours has therefore been replaced by an all embracing "Ubique".





ANNEX A  
TO INFORMATION  
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TRADITIONS AND HISTORY OF THE REGIMENT

1. INTRODUCTION

All gunners should know a short history, and the more important traditions and honours of their regiment. The Royal Regiment of Artillery is the parent unit of the Royal Regiment of Canadian Artillery and so we in Canada inherit the honours and traditions that have been part of the Regiment since its foundation in 1716.

2. THE REGIMENTAL MOTTO

*"Quo Fas Et Gloria Ducunt"* was given to the Royal Regiment of Artillery by King William IV in the year 1833. Translated *"Whither right and glory lead"*. William IV at the same time presented the Regiment its most prized possession at present, a beautiful silver candelabrum. Inscribed on the base are these words *"Presented to the Royal Regiment of Artillery in testimony of the distinguished services in every part of the globe in which the British Arms have been engaged"*.

3. BATTLE HONOURS

Only the word *"Ubique"* can describe the battle honours of the Regiment. Ubique, meaning *"everywhere"* is our sole battle honour and signifies that in every major battle in which the sovereign's arms have participated, the Royal Regiment has played a distinguished part. A normally long list of individual battle honours has therefore been replaced by an all embracing *"Ubique"*.





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4. THE RIGHT OF THE LINE

- a. Although all gunners are aware of the Royal Regiment of Artillery's order of precedence as "*The Right of the Line*" very few are aware of how this custom was acquired. It is intended here to give a short history of the development of this custom.
- b. It has not been clearly established when the Royal Artillery was given its position on the Right of the Line but it was very likely in Flanders 1742 – 1748. There is a record in 1742 at a camp at Lexden Heath near Colchester where the artillery on its own authority moved from the left of the camp to the right which was its customary place.
- c. In 1756 the matter was brought to official notice on the complaint of a Capt Pattison, whose company of Artillery was denied its usual place on the right, on a parade to witness the execution of a deserter. He based his claim on the custom in Flanders. The claim was upheld and the official letter on the subject concluded as follows:

*"It is the Duke of Cumberland's order that Colonel Bedford write to Capt Pattison, to acquaint General Blond, it is His Royal Highness' command that the Artillery take the right of all FOOT on all parades and likewise of Dragoons when dismounted".*

In 1783 at Gibraltar the CRA protested that the governor



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had changed the accepted order of precedence in parading the Guards. The protest was then taken to His Majesty who upheld the Gunners claim. The custom was again upheld in 1787 when it was questioned whether the Royal Irish Artillery should parade on the right or left of the Royal Military Artificers who were then next in order of precedence after the Royal Artillery. The answer to this question was "*The Royal Artillery to be on the right, either English or Irish, there is no exception.*"

- d. The custom of the Royal Regiment of Canadian Artillery to hold the place of honour on the "*Right of the Line*" is thus established by the above rulings, since the Royal Regiment of Canadian Artillery is part of the Royal Regiment of Artillery and takes its precedence from its parent unit.

5. THE GUNS ARE OUR COLOURS

- a. Queen Victoria, wishing to show in some singular manner her appreciation of the services of the Royal Regiment of Artillery in the Crimean War, granted the Regiment the distinction of using its guns as its colours.
- b. The Royal Regiment has never carried colours. Colours to an infantry regiment, are its rallying point in battle. The gunners rally around their guns, hence, they need no colours.
- c. A regulation appearing in Regulations and Orders for the Active Militia of the Dominion of Canada 1870 states



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*"A Battery of Artillery with its guns is equivalent to a Battalion with its colours, and is to be saluted accordingly". "Serving the Gun" is the dedicated task of the Artilleryman, for in so doing he is truly serving his colours.*

- d. We gunners have grown accustomed to a heritage of honours, privileges and traditions. How fortunate we are, to fall heirs to such regimental wealth. Possession, or trusteeship carries with the pride of place, but also responsibilities. We owe a debt of responsibility to those gunners of the past whose services on distant battlefields are commemorated in traditions and honours which we bear today. We owe a debt of responsibility to the gunners of the future to whom we must pass on this heritage.





## ACCOMMODATION PLAN - CAMP SHILO

ANNEX B  
TO INFORMATION  
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